

**NEW JERSEY
OFFICE OF THE SECRETARY OF HIGHER EDUCATION
NOTICE OF VACANCY**

() Department Posting

(X) State Posting

Posting Date: May 2, 2012

Division: Office of the Secretary
Of Higher Education

No. Vacancies 1 (one)

Salary: \$26,118.67 - 36,159.88

Title: Clerk Typist

Posting # CHA-2012-001

Definition: Under general direction of the Executive Assistant of the Office of the Secretary of Higher Education, types and performs routine, repetitive, clerical work of a varied nature, composes and types simple correspondence, answers the phone and takes messages accurately, gives information according to department regulations, in person and by telephone, maintains essential files and records, maintains mailing lists, does other related duties as required.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

Residency: New Jersey Residency required. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey.

Interested applicants should send a letter and resume by, May 18, 2012.

njhe@njhe.state.nj.us or
Office of the Secretary of Higher Education
20 West State Street
P.O. Box 542
Trenton, NJ 08625
Attn: Marlene Lebak, Executive Assistant

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT: Appointments(s) resulting from this posting will be in accordance with Civil Service Commission's rules and regulations.

The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer, and is committed to the American with Disabilities Act.